

MILPERSMAN 1301-216

OFFICER SPECIAL ASSIGNMENTS - JOINT DUTY ASSIGNMENTS (JDAs)

Responsible Office	NAVPERSCOM (PERS-45J)	Phone:	DSN	882-4217
			COM	(901) 874-4217
			FAX	882-4217

References	Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986 10 U.S.C., Chapter 38 10 U.S.C. 664(f)
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1. **Policy.** Title IV of the Goldwater-Nichols Department of Defense (DOD) Reorganization Act of 1986 established specific requirements, which the services must follow in making assignments to billets on the Joint Duty Assignment List (JDAL) now contained in 10 U.S.C., chapter 38. These requirements include both qualitative and quantitative provisions, necessitating changes in the management of most officer communities. Additionally, with the exception of certain scientific and technical communities, the law specifies that an officer may not be appointed to the grade of RADM(LH) unless the officer has completed a full tour of duty in a joint assignment as described in 10 U.S.C. 664(f). Secretary of Defense (SECDEF) has the authority to waive this requirement on a case-by-case basis. A joint duty assignment (JDA) is an assignment to a billet contained in the JDAL.

a. 10 U.S.C., chapter 38 states that assignment quality control standards be exercised to ensure an appropriate number of JDAL billets are filled with qualified and promotable officers in order to achieve promotion parity between specific groupings as defined by the law. There is also a requirement to fill 100 percent of JDAL critical billets with a joint specialty officer (JSO). 10 U.S.C., chapter 38 further requires that 50 percent of all JDAL billets be filled by JSOs or JSO nominees.

b. One of the most difficult aspects regarding execution of the joint requirements from a distribution perspective is to achieve a balance between the designator community's need to

ensure that their best officers are qualified for flag rank per the law; and the law's requirements regarding Joint Professional Military Education (JPME), tour lengths, and the percentage of JDAL billets that must be filled by JSOs or JSO nominees. The senior detailee from each designator community ensures that their community is closely coordinating the input of officers by promotion year group to joint education assignments (JEA); that a comprehensive plan exists to meet the flag officer qualification requirements of 10 U.S.C., chapter 38; and that the plan is carefully monitored. This direction is based upon guidance from higher authority and is necessary to ensure consistent distribution compliance with 10 U.S.C., chapter 38. Navy Personnel Command (NAVPERSCOM) division directors must ensure strict compliance with the procedures contained herein.

c. Title IV mandated specific requirements which the services must follow in the assignment of officers to management headquarters activities.

(1) NAVPERSCOM, Distribution Management, Allocation, Resources, and Procedures Division (PERS-45) is responsible to ensure Navy activities are at or below established officer ceilings.

(2) NAVPERSCOM, Allocation and Statistics Branch (PERS-452) and appropriate management headquarters placements desks from NAVPERSCOM (Surface Officer Distribution Division (PERS-41), Submarine/Nuclear Distribution Division (PERS-42), Aviation Officer Distribution Division (PERS-43), and Restricted Line (RL)/Staff Corps Officer Distribution and Special Placement Division (PERS-44)) monitor headquarters activities on a unit identification code (UIC) level to ensure established officer ceilings are not exceeded.

2. Joint Definitions

a. **Joint Specialty Officer (JSO):** An officer who has been awarded joint specialty designation by SECDEF, with the advice of Chairman, Joint Chiefs of Staff (CJCS).

(1) Officers who have completed applicable JPME and JDA prerequisites are recommended for designation as JSOs by the CJCS.

(2) SECDEF may waive completion of certain prerequisites.

b. Joint Specialty Officer (JSO) Nominee: An officer categorized by the CJCS as a "nominee" for the joint specialty designation.

(1) "JSO nominee" identifies the officer as a potential candidate for award of the joint specialty designation, but does not in itself constitute a recommendation of the officer for such award. There is no longer an additional qualification designator (AQD) to identify a "JSO nominee."

(2) Upon graduation from full JPME and assignment to a follow-on JDA, an officer is considered a "JSO nominee."

(3) Other officers in JDAs may qualify as nominees if they possess a critical occupational specialty (COS).

(4) Officers who have neither attended a JPME school, nor will have any future opportunity to attend JPME, will not be considered JSO nominees.

c. Joint Duty Assignment (JDA):

(1) An assignment to a designated position in a multi-service or multi-national command or activity that is involved in the integrated employment or support of land, sea, and air forces of at least two or three military departments. Such involvement includes, but is not limited to, matters relating to national military strategy, joint doctrine and policy, strategic planning, contingency planning, and command and control of combat operations under unified (or multi-service, multi-national) commands.

(2) The JDAL contains all JDA billets. Greater than 50 percent of the JDAL billets **must** be filled by JSOs or JSO nominees.

d. Critical Joint Duty Assignment (JDA) (subset of JDAL): A designated JDAL billet, which **must** be filled with a JSO (approximately 15 percent of the JDAL billets are designated "critical").

e. Critical Occupational Specialty (COS): A specialty which primarily involves combat operations; particularly a specialty in which there exists a shortage of trained officers.

(1) Approved Navy COSs are limited to the following Unrestricted Line (URL) warfare specialties: Surface, Submarine, Aviation, Special Warfare (SEALS), and Special Operations.

(2) Specific provisions apply for COS officers regarding tour length, joint duty credit, etc., which are discussed in MILPERSMAN 1301-112.

3. Joint Professional Military Education (JPME)

a. **Phase I JPME:** Phase I credit is earned by successful completion of the resident course at one of the service colleges (College of Naval Warfare, Naval Command and Staff College, Army War and Command and Staff Colleges, Air War and Command and Staff Colleges, and U.S. Marine Corps Command and Staff College), or an equivalent approved course of instruction.

b. **Phase II JPME:** Phase II credit is earned by successful completion of the appropriate level course at the Armed Forces Staff College (AFSC).

(1) Completion of Phase I is a prerequisite for attending Phase II.

(2) COS officers may attend Phase II without Phase I with a CJCS approved direct entry waiver.

c. **Full JPME:**

(1) Graduation from either the National War College (NWC) or the Industrial College of the Armed Forces (ICAF); or completion of **both** Phase I and Phase II.

(2) NAVPERSCOM (PERS-45J) will assign the appropriate joint AQD code to an officer's record upon completion of full JPME, Phase I and/or Phase II.

4. **Assignment of AQD Codes.** The following AQD codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NAVPERSCOM (Professional Development Education/Subspecialty Branch (PERS-440) or PERS-452).

a. Billets

AQD Code	Description
JD1	Non "critical" billet on JDAL.
JD2	"Critical" billet on JDAL; must be filled by a JSO.
Note: JD1 + JD2 = Total number of JDAL billets.	

b. Officers

AQD Code	Description
JS1	JPME graduate.
JS2	Joint duty credit (officer has completed a qualifying JDA per Title IV).
JS5	Designated as a JSO by SECDEF.
JS7	JPME Phase I graduate.
JS8	JPME Phase II graduate (AFSC graduate after June 1990).
JS9	Designated as JSO by SECDEF based in part upon completion of a JDA terminated as a result of COS provisions.

5. **JDA and JEA Credit.** Some credit received for service before 1 October 1989 will be treated differently than JDA credit received after the transition period.

a. **JEA Credit**

(1) Could be used to fulfill the "previous joint tour" provision of the law for promotion to flag until 1 January 1994.

(2) Officers with JEA credit only cannot now combine this with completion of JPME or a second JDA for consideration for JSO designation.

(3) Officers with the JSO designation based on JEA still maintain their JSO designation, but are not considered to have any joint duty credit.

(a) An officer with the JSO designation based on JEA will need a JDA prior to promotion to flag after 1 January 1994.

(b) In the above situation, COS officers serving in post JEA JDAs will be considered to be serving in their second or subsequent JDAs and cannot be considered for 2-year COS take-out.

b. JDA Credit

(1) Can be counted for promotion to flag.

(2) Officers with JDA credit only, and not JSO designated, can combine this credit with full JPME or a second JDA for consideration for JSO designation; however, any pre-October 1989 JDA credit must be either 24 months (COS) or 36 months (i.e., must meet current tour length requirement provisions of the law).

c. Cumulative JDA Credit

(1) Cumulative service for the purposes of fulfilling JDA requirements includes two or more JDAs, which, when combined, total at least 3 years for O-6 and below, including at least one tour of duty in a JDA that was overseas.

(2) A JDA may be counted for cumulative purposes

(a) if the officer served greater than 10 months in the assignment which was terminated for unusual personal reasons (including extreme hardship and medical conditions) beyond the control of the officer or the armed force; or

(b) was ordered to another JDA immediately after promotion to a higher grade, where the reassignment was made because no JDA was available within the same organization that was commensurate with the officer's new grade; or

(c) was an overseas JDA, which would not otherwise meet tour length requirements.

d. Record Entry. NAVPERSCOM (PERS-45J) will ensure officers transferred from joint duty has that joint duty recorded in their record. This includes placing the appropriate AQD in the record.

6. **Selection of Joint Specialists**

a. Officers must first successfully complete an approved JPME program and then receive credit for completing a JDA.

b. All COS officers (COS - 111X, 112X, 113X, 114X, 131X, 132X) are exempt from this sequence requirement.

c. SECDEF may waive the sequence requirements (JDA **then** JPME) for non-COS officers.

d. SECDEF may waive JPME provided two full JDA tours are served.

e. Total number of sequence and two JDA vice JPME waivers combined may not exceed 10 percent of joint specialty designations for officers in the same paygrade during a fiscal year.

7. **Joint Duty Assignments (JDAs)**. The following general guidelines will be adhered to unless waiver procedures for tour lengths contained in MILPERSMAN 1301-112 are used.

a. JDA tour lengths are calculated day-for-day.

b. JDAL incumbents are not relieved until they have served a sufficient length of time to receive credit for a full tour of duty (i.e., joint duty credit).

c. Existing guidelines will be followed with respect to permanent change of station (PCS) moves.

d. Fifty percent of JDAL billets must be filled by JSOs or designated JSO nominees.

e. Beginning 1 January 1994, 100 percent of the critical JDAs that become vacant must be filled by JSOs. Any non-JSO proposed to fill a critical JDAL billet will require prior approval from CJCS. Waiver procedures are described below.

f. NAVPERSCOM (PERS-45J) will track assignments to critical billets and report progress to Chief of Naval Operations (CNO) (N1) with each distributable manning brief (DMB). Develop rationale and support for waivers required after 1 January 1994 for non-JSOs being ordered to critical billets.

8. Joint Assignment Nominations

a. **JCS Nominations.** When nominating a JSO to the Joint Chiefs of Staff (JCS), only one nomination will be required.

(1) For non-JSOs, NAVPERSCOM will routinely nominate a slate of three or more qualified and available officers.

(2) If less than three are nominated, an appropriate explanation for the shortfall will accompany the nominations.

b. **Number Assigned.** A **sufficient** number of competitive officers must be assigned to "other joint duty" to ensure compliance with the spirit and intent of present legislation.

(1) To ensure promotable officers are assigned in sufficient numbers to "other joint" commands, NAVPERSCOM desires to follow a process similar to that used for JCS nominations.

(2) Exhibits 1 and 2 will be used in the nomination process of all billets on the JDAL with the exception of JCS.

c. **Flow of Nominations.** The flow of joint assignment nominations is as follows:

(1) Assignment officer proposes the officer to placement (through Officer Assignment Information System (OAIS)).

(2) Assignment officer prepares joint duty routing memo (Exhibit 1) and assignment sheet (Exhibit 2) with officer summary record (OSR)/officer data card (ODC) (bottom half of assignment sheet only).

(3) Assignment officer routes package to assignment division director for approval/comments.

(4) Assignment division routes to NAVPERSCOM (PERS-44) (44 log-in).

(5) NAVPERSCOM (PERS-44) routes to gaining placement.

(6) Placement reviews proposal, and if accepts, fills out top half of nomination sheet, makes appropriate comments on routing memo, signs and dates, and routes to division director (PERS-44) once nominee appears on action queue (i.e., normal OAIS waiver process review completed).

(7) NAVPERSCOM (PERS-44) reviews and forwards.

(8) Once chop chain is completed, nomination is returned to NAVPERSCOM (PERS-44). NAVPERSCOM (PERS-44) maintains a file copy and returns the original to placement.

(9) If nomination approved, placement begins normal command nomination process (formal/informal).

(10) When command acceptance process is completed, orders are written.

9. JSO Qualification Waiver Requirements/Submission Procedures.

To ensure requirements of the law are met, only those officers designated as JSOs will be nominated for critical JDAs. Only those waiver requests presenting clear and compelling justification that a JSO is not available, and that the waiver is in the best interest of the joint organization, will be considered. Additionally, waivers must be submitted for non-JSO incumbents who are in critical JDAL billets on or after 1 January 1994.

a. Specific Information Requirements. Each JSO qualification waiver must contain the following specific information:

(1) Name, grade, social security number, rank, date of rank (attach copy of ODC).

(2) JSO potential. Identify if the officer is a JSO nominee or has been recommended to be designated as a JSO.

(3) JPME completed and date of completion.

(4) Previous JDAs completed and inclusive dates of each.

(5) Experience in joint matters not associated with above, if any.

(6) COS, if applicable.

(7) Critical JDA identified for this officer (major joint organization, position code, duty title, and short duty description).

(a) Identify start date (the projected date officer will be assigned to critical JDA).

(b) Identify projected rotation date (PRD) out of critical JDA.

(c) Identify if officer is scheduled to complete a full joint tour of duty in this JDA; explain if not.

(d) Identify the unique qualification(s) of the officer for this critical billet.

(8) Clear and compelling justification identifying why

(a) JSO is not available to fill the critical JDA in question.

(b) this is in the joint organization's best interest. (**NOTE:** Coordination with a commander or director of a defense agency is required and must be included in the JSO waiver request.)

b. Procedures - Waiver Requests Initiated by NAVPERSCOM.
For JSO qualification waiver requests initiated by NAVPERSCOM, the following procedures apply:

(1) Assignment officers will prepare JSO waiver requests, with ODC, for Chief of Naval Personnel (CNHVPERS) signature. Requests will be addressed to Director, JCS.

(2) After NAVPERSCOM (PERS-45J) review, the request must be chopped by the cognizant division director prior to forwarding. (NAVPERSCOM (PERS-45J) will maintain an historical file of JSO waiver requests.)

(3) JSO waiver requests are chopped by Assistant Commander Navy Personnel Command (ACNPC) for Distribution (PERS-4) and Commander, Navy Personnel Command (COMNAVPERSCOM), then forwarded to CHNAVPER for signature.

(4) The request is then forwarded to Director, JCS for CJCS approval.

(5) Waiver requests must **arrive** at the office of Director, JCS not later than 90 days before the proposed arrival date of a non-JSO in a critical billet.

(6) Approval of the waiver request is required before the non-JSO may be assigned to the critical joint billet.

c. Procedures - Waiver Requests Initiated by Commanders/Directors of Defense Agencies. For JSO qualification waiver requests initiated by commanders/directors of defense agencies, the following procedures apply:

(1) Commanders/directors of defense agencies must submit all JSO qualification waiver requests for Navy personnel through NAVPERSCOM for endorsement.

(2) Placement officers will coordinate with assignment officers and prepare an endorsement (concur, nonconcur) for CHNAVPERS signature, on the joint organization's waiver request.

(3) After NAVPERSCOM (PERS-45J) review, the request must be chopped by the cognizant division director prior to forwarding. (NAVPERSCOM (PERS-45J) will maintain an historical file of JSO waiver requests.)

(4) JSO waiver request endorsement is chopped by ACNPC (PERS-4) and COMNAVPERSCOM, then forwarded to CHNAVPERS for signature.

(5) The request is then forwarded to Director, JCS for CJCS approval or resolution.

(6) Waiver requests must **arrive** at the office of Director, JCS not later than 90 days before the proposed placement of a non-JSO in a critical billet.

(7) Conflicts between commanders/directors of defense agencies and the Navy over a JSO qualification waiver request will be settled by the CJCS.

(8) Waiver request approval is required before the non-JSO may be assigned to the critical JDA.

10. **NAVPERSCOM Responsibilities**

a. **NAVPERSCOM (PERS-45)**

(1) Coordinate implementation of procedures and information systems necessary to comply with Title IV provisions.

(2) Ensure equitable/appropriate distribution (through the billet fill decision process) of JDA billets, which are not coded as warfare specific (e.g., 1000/1050 billets).

(3) Coordinate consolidation and compilation of information for reports as appropriate.

(4) Provide distribution officers with appropriate tailored reports, including lists of billets and officers, necessary to ensure the execution of proper joint assignment procedures and officer qualification.

(5) Monitor and track billets assigned JD1 and JD2 AQD codes and resolve discrepancies/anomalies between the JDAL, Navy Manpower Data Automation System (NMDAS), and Online Distribution Ad Hoc Information Query System (ODIS)/OAIS.

(6) Coordinate (with Director, JCS (J1)) the resolution of JDAL billet anomalies where assignment of the billet to the JDAL is inconsistent with the definition of a qualifying billet in Title IV.

(7) Monitor and track the entry, maintenance, and quality assurance of officers' AQDs.

(8) Provide assessment, as required, of aggregate quality of officers assigned to joint duty versus Navy headquarters staff to ensure the promotion parity goals of Title IV are met.

b. **NAVPERSCOM (PERS-45J)**

(1) Serve as distribution coordinator for JDAs regarding the assignment of applicable joint AQDs to officers.

(2) Monitor all assignments to JDA billets through OAIS.

(3) Review all JSO qualification waiver requests for correctness and comment, as applicable, and maintain historical files of all waiver requests.

(4) Assist in preparation and track requests for tour curtailment when approval of higher authority is required.

(5) Ensure that in the aggregate, approximately 50 percent of JDA billets are filled with JSOs or JSO nominees, and 100 percent of critical billets are filled by JSOs.

(6) Ensure that COS early release waivers, by division, do not exceed the annual allocation established and report the status to division directors on a bimonthly basis in October, December, February, April, June, and August.

c. Placement officers

(1) Maintain a working knowledge of Title IV and oversee the implementation of the same within activities for which they are responsible.

(2) Advise NAVPERSCOM (PERS-45) of billet anomalies.

(3) Evaluate promotability of officers nominated to joint billets to ensure that promotion percentages in each activity will be within the limits established by Title IV. Placement officers will verify statistical promotion data provided to NAVPERSCOM (PERS-45J) as required. Placement officers have the authority to reject proposals, which could lower promotion percentages below the appropriate comparable Navy promotion rates.

(4) Assign a point of contact (POC) within placement divisions who will work with NAVPERSCOM (PERS-452) in managing the officer manning at management headquarters activities.

(5) Adhere to the following guidelines in order to remain within the established ceiling for management headquarters activities. Exceptions must be personally approved by ACNPC (PERS-4):

(a) Incumbents will not be ordered to report to billets until billets are on line.

(b) Orders will be canceled for officers ordered to activities which are at, or projected to be in excess of, established ceilings.

(c) Minimize turnover; communicate to commands the sensitivity of manning at management headquarters activities, emphasizing 10-day turnover policy.

(d) Orders will not be written which would place an activity in excess without an approved NAVPERSCOM, Distribution Department (PERS-4) excess screening sheet.

(e) If an activity is projecting excess manning for a 3-month period, the responsible placement officer will provide NAVPERSCOM (PERS-4B) (copy to NAVPERSCOM (PERS-452)) a memorandum providing a plan of action to reduce manning back to authorized ceiling (billets authorized (BA)) or a copy of an approved NAVPERSCOM (PERS-4) excess screening sheet.

(f) Placement officers will annotate on the retirement board sheet the desired month of administrative transfer, and the receiving administrative command of retiring officers assigned to a management headquarters activity.

(g) Placement officers will determine the administrative transfer date for retiring officers based on terminal leave, as well as relief reporting requirements.

(6) Coordinate the early release of COS officers with the command.

d. Assignment officers

(1) Maintain a working knowledge of Title IV and will oversee the implementation of the same within their communities.

(2) Take steps to ensure flag potential officers in their communities are carefully screened by promotion year group to ensure they meet joint duty qualification requirements for promotion.

(3) Initiate JSO qualification waiver requests within NAVPERSCOM, and will be the first stop within NAVPERSCOM for commander/director of defense agency initiated JSO qualification waiver requests.

(4) Identify a JSO replacement upon notification by placement that a non-JSO is in a critical JDA. If unable, initiate a JSO qualification waiver request.

(5) Coordinate with placement officers the early release of COS officers from an initial joint tour of duty prior to proposal for follow-on assignment.

(6) Ensure COS early release waivers do not exceed their divisions' fiscal year allocations, while at the same time striving to maximize utilization of COS early releases.

(7) Prepare tour curtailment waiver packages and coordinate with NAVPERSCOM (PERS-45J).

11. **Chief of Naval Personnel (CHNAVPERS)**. CNO (N13D) will use the administrative transfer date to write retirement orders, assigning the officer temporary duty (TEM DU) awaiting retirement to the designated administrative command (i.e., Personnel Support Activity Detachment (PERSUPP DET), pending the actual retirement date.

Exhibit 1

NOMINATION OF OFFICERS FOR JOINT DUTY

Date:

Subj: NOMINATION OF OFFICER FOR JOINT DUTY

Encl: (1) Officer Data Card and Summary Record of Nominee

1. Activity:_____ Billet:_____

GRD/DESIG/Joint Code:_____/JD1/JD2

Incumbent:_____ PRD:_____

2. Nominee:

Name:_____ Grade:_____ Desig:_____

SSN:_____ Joint Status:_____ EDA:_____

3. Remarks:

a. Detailer/Assignment Division Director:

Detailer Code:_____ Division Director Approval Date_____

b. Gaining Placement:

4. Submitted, recommending approval of nominee.

Placement Code:_____

Gaining Placement

Date:_____ Recommendation:_____ PERS-44

Date:_____ Recommendation:_____ PERS-4B

Date:_____ Recommendation:_____ PERS-4

Date:_____ Recommendation:_____ PERS-00B

Date:_____ Recommendation:_____ PERS-00

Return to PERS-44 Upon Completion

Exhibit 2

JOINT DUTY ASSIGNMENT (JDA) SHEET

CODES: M: Mandatory D: Desired NA: Not Applicable		REQUIREMENT M/D/NA	REMARKS
PLACEMENT	Senior Service College		
	Intermediate Service College		
	Previous Joint Experience		
	Service Department Staff Experience		
	Graduate Education (P-Code)		
	By Name Call/Report Date		
	Other Military/Professional Requirements		
ASSIGNMENT	Promotion Status/Year Group		
	Will be in Zone for next Grade while on Joint Duty?	Yes / No	
	Record Brief	Yes / No	
	Command Screened?	Yes / No	